



Workforce Development Plan (Project Name)

PROGRAM OBJECTIVE:

The **Contractor name** program objective is to provide opportunities for construction skills, training, steady employment and advancement for individuals who demonstrate a sincere commitment to pursuing a meaningful career in the construction industry.

Contractor name will focus on recruiting, screening, and employing City of Durham residents and will particularly target (but not be limited to) those communities surrounding the project(s). Those who meet program qualifications (see Plan Execution) as determined by **Contractor name** and the subcontractor(s) will have the opportunity to work with the determining subcontractor. The subcontractor(s) will then be responsible for providing the needed training/apprenticeship programs.

PROGRAM GOALS:

It is the goal of **Contractor name** to not only meet our contractual obligation of employing and training City of Durham residents to work on the **Project name**, but to give them an opportunity to continue a career in the construction industry. The individual projects included are:

It is our hope that the majority of those who enter our program will continue to pursue career-related jobs in the construction industry.

The **Contractor name** Community Employment and Training Program goals are defined as follows:

1. Employ City of Durham residents for the **Project name**.

- a. **Contractor name** is in agreement with the Office of Economic and Workforce Development for the City of Durham to adhere with the metrics identified in this plan as specified under the section entitled 'Workforce Parameters' in relation to the percentage of City of Durham residents working on the project. A goal of this plan is for Contractor name to hire City of Durham residents through Durham area based contractors. Many of these residents may currently be working with these companies or suppliers. A further goal of this plan is Contractor name's goal of hiring entry level talent and youth ages 18-21. Contractor name agrees to utilize the services of Durham JobLink to identify and hire stated entry level talent and youth ages 18-21 aligned with the following metrics:

Entry level talent and youth metrics:

5% of the percentage of City of Durham residents working on the project as specified under the Workforce Parameters section of this plan will be entry level talent as identified by the Durham JobLink. One half of the 5% of entry level talent will be youth ages 18-21 as identified by Durham JobLink.

For example, as many as 101 people could be working on the project which means 30% should be City of Durham residents. This means Contractor name would have 30 City of Durham residents working onsite and 5 of the 30 would be considered entry level talent as identified by Durham JobLink. Of this 5, 2.5 FTE or 3 people would be aged 18-21.

These workers can be in the employment of any contractor or associate including SDBE. These percentages are over the duration of the project.

Contractor name will exercise due diligence in acquiring these goals; however the minimum goals defined herein are goals only and there will be no penalty for failure to achieve these goals. The reporting of this program to the Department of Economic and Workforce Development is a requirement of this program.

2. Partner with the Durham JobLink to participate in job fairs/on-going recruitment opportunities/outreach events in Durham for identifying skilled, entry level and youth candidates age 18-21. It is understood that Contractor name is under no obligation to hire referrals from Durham JobLink, however a requirement of this workforce plan is for all subcontractors to list positions with the Durham JobLink and consider referrals from Durham JobLink foremost before candidates from other sources. A list of all subcontractors shall be provided by Contractor name prior to the start of the project for comparison to job listings recorded at Durham JobLink at the end of the project.

3. Identify individuals who demonstrate the attitude and aptitude for the skills required to perform construction industry jobs and then match them with the appropriate contractor who can provide the proper training / apprenticeship programs for their particular skill level.

WORKFORCE PARAMETERS

The following metrics will be adhered to in relation to the percentage of City of Durham residents working on the project:

Workforce makeup of the project:

1-50 individuals = 50% City of Durham residents
51-100 individuals = 40% City of Durham residents
101 or more individuals = 30% City of Durham residents

Goals for hiring entry level talent and youth ages 18-21 as stated in Program Goals of this plan will be applicable.

Metrics and employment goals are for the duration of the project.

TRAINING PARAMETERS

Contractor name will document any and all occupational and safety training received by entry level talent and youth ages 18-21 as identified by the Durham JobLink.

REPORTING PARAMETERS

Contractor name will designate a construction representative to oversee that the goals in this program are effectively met.

The construction representative will submit the following reports on a quarterly basis to the City of Durham's Office of Economic and Workforce Development:

1. Assessment of Existing Employees
2. New Hires (to include referrals from JobLink and walk-ins)
3. Training record - To be completed for every individual that was hired through Durham JobLink (Entry-level and youth 18-21)

As a minimum, the following information is to be contained within the respective reports:

- Name of individual (First and last name)
- City of Durham residency status (provided through street address and zip code)
- Employment start dates for new hires
- Skill level (Skilled, entry level, youth ages 18-21)
- Dates and types of training received (Safety and occupational for entry level and youth ages 18-21) as well as source of training(s)
- Number of employees on the site or involved in the project compared to the number of City of Durham residents on the site or involved in the project
- Company that hired the individual
- Starting wage for new hires
- Position the individual holds or for which he/she was hired
- Referral from Durham JobLink (Y/N)

Reports should be comprehensive and cumulative to include all projects covered under this agreement or plan for the duration of the project(s). Reports should indicate timeframes for quarters represented and should reflect totals for relevant columns of information.

PLAN EXECUTION

The following highlights **Contractor name's** plan for executing this program:

1. Establish a working relationship with the Durham JobLink who will be responsible for helping with the preliminary recruitment and screening of potential candidates. All subcontractors will be expected to recruit potential hires from Durham JobLink. A requirement of this workforce plan is for all subcontractors to list positions with the Durham JobLink.
2. Establish a timeline for recruitment programs to determine early participation for participants. This will be done after the completion of drawings and after the GMP is approved.

3. Establish Minimum Qualifications Criteria for potential candidates to include the following for skilled and unskilled:.

a. Skilled

1. Drug Free
2. Able to perform job duty
3. Proficient in basic math, reading and writing skills
4. Demonstrated craft proficiency and experience
5. Reliable, honest and willing worker

b. Unskilled

1. Drug Free
2. Able to perform job duty
3. Reliable, honest and willing worker

Contractor name or the trade contractors will provide the following to the number of entry level and 18-21 year old youth participants that are identified by Durham JobLink:

- a. A safety training program through the jobsite or Durham Tech. Training will be documented and reported quarterly as part of reporting requirements.
- b. The trade contractors will train these workers in occupational skills for their development and career growth for their chosen field.
- c. **Contractor name** or the trade contractors will provide appropriate safety items and tools for these workers.

4. Define specific job opportunities once plans are complete and categories for work are defined. These job opportunities will be defined in a timeline as the job requirements evolve on the project.

Examples of the positions could include the following:

- a. Construction Clean-up Crew
- b. Security Guards
- c. Man/Material hoist operator
- d. Truck Drivers
- e. Equipment Operators
- f. Skilled tradesman (i.e., Carpenters, Plumbers, Sheet Metal Workers, Iron Workers, Cement Finishers, Painters, etc.)
- g. Secretary/Receptionist
- h. Others to be determined

5. In addition, any participant that is put through the **Contractor name** Workforce Development program must adhere to **Contractor name** or the trade contractor's employment standards.

6. Establish a "system" assigning candidates to jobs that match their experience level and skills.

7. Provide an orientation on job/safety procedures for all program candidates before they begin work. This orientation will include an overall synopsis of the construction project.

Name
Title
Name of Company

Date

Name
Title
Name of Company

Date

Name
Title
Office of Economic & Workforce Development
City of Durham

Date

(Project Name)

EMPLOYMENT PLAN

NAME OF BUSINESS _____

ADDRESS _____

TELEPHONE #: _____ FEDERAL IDENTIFICATION #: _____

CONTACT PERSON _____ TITLE _____

EMAIL: _____ TYPE OF BUSINESS: _____

NEW JOB CREATION PROJECTIONS (Attach additional sheets, as needed.) Please indicate the new position(s) your firm will create as a result of this project.

JOB TITLE	# OF JOBS F/T	SALARY RANGE	JOB DESCRIPTION	PROJECTED HIRE DATE
			Please forward Durham JobLink position listing form for each position	

[illegible][illegible]

[illegible]

[illegible][illegible][illegible]



Project Name

Position Listing Form

Durham JobLink Career Center- Fax 919-560-3388

Company Name: Federal ID Number:

Mailing Address:

Location Address:

Telephone Number: Fax Number:

Contact Person: ☒ Mr. ☐ Mrs. ☐ Ms.

Job title of open position:

Is position: ☐ Temporary ☐ Contract ☐ Permanent (Check one) If temporary, duration

Number of openings: Number of referrals desired:

Number of hours in regular work week: What shift? What days?

Rate of pay: Minimum age requirement:

Experience required (number of months/years, type of experience):

Education required (High school diploma, GED, College graduate-specific degree, etc.):

Proficiency Clerical Tests by ESC or employer:

Are you a federal contractor or under affirmative action compliance?

Description of Job Duties and Special Requirements (include work conditions, need for valid NC driver license, machinery or tools used, clerical skills, computer experience-specific software experience, etc.) Please be as specific as possible.

Drug free, able and willing to perform job duties, reliable, honest, willing to accept potentially short-term temporary employment depending on the length of the project or portion of project

Anticipated start date:

Position is considered: ☐ Skilled ☐ Unskilled ☐ Appropriate for youth (18-21)

Is the job site accessible by public transportation? ☐ Yes ☐ No

Referral instructions (call for appointment times, fax resume, bring resume, etc.) State the name of the sub here

Thank you for utilizing the Durham JobLink.

This form was completed by: (Name and Title) _____
(To be completed by JobLink staff)